



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Memorandum

FR: Metropolitan Transportation Commission

RE: High School Internship Driving Policy

While serving as an MTC High School Student Intern, MTC prohibits the driving of any automotive vehicle when in a paid status for the purpose of conducting any type of business. A student can choose to drive him/herself to and from work, during lunch, or on any personal errands throughout the course of the day when on a non-paid status.

MTC is not liable or responsible for insuring or confirming that the High School Student Intern operating a personal automobile for personal reasons has a valid California driver's license, complies with the California Vehicle Code, and maintains required driver's liability insurance. The High School Student Intern is fully responsible for such.

This policy is in effect to ensure the students' safety and the safety of others. Non-compliance with this policy while on a paid status can result in dismissal from the program. If you have any questions, or if additional information on this matter is sought, please do not hesitate to contact MTC Human Resources, Ann Macaulay, 510-817-5741.

Ann Macaulay, PHR
Human Resources